



**UNITED STATES DISTRICT COURT
DISTRICT OF ARIZONA
APPLICATION FOR EMPLOYMENT**

Human Resources Division
401 West Washington Street
Suite 150
Phoenix, AZ 85003-2118
Fax: 602-322-7119

Human Resources Division
405 West Congress Street
Suite 1509
Tucson, AZ 85701-5010
Fax: 520-205-4239

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, non job-related handicap or disability, sexual orientation, or any other legally protected status.

STOP: Before completing this application, refer to the vacancy announcement under the heading "How to Apply" for other required documents. Failure to submit the requested information/documents on this form and in the job vacancy announcement may result in your not being considered for the position. Applications must be received on or by the closing date of the vacancy announcement.

(PLEASE TYPE OR PRINT)

Last Name		First Name		Middle Name		Date of Application
Address (including City, State and Zip Code)						
Telephone Number(s) (H) _____ (W) _____				Social Security Number		
Position Applying For: _____ Can you travel if a job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you able to perform the essential duties of the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No					Salary Requirements: \$ _____ Per Annum	
How Did You Learn About Us? <input type="checkbox"/> Advertisement (name) _____ <input type="checkbox"/> Walk-In <input type="checkbox"/> Court Employee (name) _____ <input type="checkbox"/> Web posting (name) _____ <input type="checkbox"/> Internal Publication (name) _____ <input type="checkbox"/> Other _____ Have you ever filed an application with us? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____ Do you have any relatives who are Judges, Officers or employees of the United States Courts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name and relationship to you Name: _____ Relationship _____ Name: _____ Relationship _____						
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If No: • Do you have authorization to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No • Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of citizenship or immigration will be required upon employment.</i>						
Have you ever been convicted of or pled guilty, nolo contendere or plea bargained to a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please explain _____</i> <i>You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$200 or less.</i> <i>Conviction will not necessarily disqualify an applicant from employment.</i>						

EMPLOYMENT EXPERIENCE

Start with your **present or last job and work back 10 years**. To be considered for employment, the following information **must** be completed in full. ***“See Resume” is unacceptable.*** Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. ***Note: If hired, your qualifications/salary will be based on the information listed under “Description of Work.”***

Are you currently employed? ☐ Y ☐ N

May we contact your current employer? ☐ Y ☐ N

If “No” and we need to contact your present employer before we can offer you a job, we will contact you first.

Have you ever been discharged from a position or asked to resign under the threat of discharge? ☐ Y ☐ N

If yes, please explain: _____

Name and address of employer's organization (include ZIP Code, if known)		Dates of Employment (give month, day and year)		Average number of hours per week	Number of employees you supervised
		From:	To:		
		Salary or earnings		Your reason for leaving	
		Starting \$	Per		
		Ending \$	Per		
Your immediate supervisor's name	(Area Code) Telephone Number	Exact title of your job		Classification Grade (if in federal service)	Kind of business/organization
Description of Work					

Name and address of employer's organization (include ZIP Code, if known)		Dates of Employment (give month, day and year)		Average number of hours per week	Number of employees you supervised
		From:	To:		
		Salary or earnings		Your reason for leaving	
		Starting \$	Per		
		Ending \$	Per		
Your immediate supervisor's name	(Area Code) Telephone Number	Exact title of your job		Classification Grade (if in federal service)	Kind of business/organization
Description of Work					

EDUCATION

Do you have a high school diploma or G.E.D. equivalent? ☐ Yes ☐ No

Name of school _____; City/State _____

Name & location of Undergraduate & Graduate Colleges or Universities attended (<i>include law schools</i>)	Number of Credit Hours		Degree	Overall Grade Point Average
	Quarter	Semester		

Chief Undergraduate Major/Minor	Credit Hours		Major G.P.A.	Chief Graduate Subjects	Credit Hours	
	Quarter	Semester			Quarter	Semester

SPECIAL SKILLS AND QUALIFICATIONS

1	What was your scholastic standing in your college: <input type="checkbox"/> Upper Half <input type="checkbox"/> Upper Third <input type="checkbox"/> Upper Quarter
2	Were you a member of Phi Beta Kappa, Sigma Xi, Phi Kappa Phi, or one of the National Scholastic Honor Societies meeting minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies? <input type="checkbox"/> Y <input type="checkbox"/> N <i>If yes, please list</i> _____
3	List professional, trade, business or civic activities and office(s) held. <i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap, sexual orientation or any other legally protected status:</i> _____
4	Describe any other honors, specialized training, apprenticeship, skills, and extracurricular activities: _____

Rate your Foreign Language Skills (<i>other than English</i>)	FLUENT	EFFECTIVE	LIMITED
SPEAK			
READ			
WRITE			

Check all applicable skills

☐ Typing speed: W.P.M. _____

☐ Transcribe from a recording device

☐ PC Skills

☐ Lotus Mail (e-mail)

☐ WordPerfect - version: _____

☐ Other Software Applications? List: _____

ADDITIONAL EMPLOYMENT RELATED REFERENCES

Give name, address and telephone number of three employment related references **not** including your supervisor.

1. Name _____ Telephone _____

Address _____

Association _____ Years of Acquaintance: _____

2. Name _____ Telephone _____

Address _____

Association _____ Years of Acquaintance: _____

3. Name _____ Telephone _____

Address _____

Association _____ Years of Acquaintance: _____

APPLICANT'S SIGNATURE

I understand that, if I am employed, I will be an employee-at-will, which means that the employment relationship is terminable at will with the exception of probation officers who are appointed by the Court, and who may for cause, be removed by the Court (18 USC 3602). There is no contract of employment for any particular time or upon any particular terms or conditions. I will have the right to terminate the employment at any time for any reason and the U.S. District Court, District of Arizona (hereafter the "Court") will have the same right. I further understand that I should not rely on any oral or written statements by any Court employee, nor should I rely on any practices or written policies of the Court, as such practices, and such oral statements, will not create an express or implied contract of employment upon any particular terms or conditions. I understand that this policy of at-will employment will not be modified.

I voluntarily and knowingly authorize any past employer or supervisor, college, university or other institution of learning, administrator, state agency, federal agency, private business, personal reference, and/or other persons, to give records or information they may have concerning motor vehicle history, earnings history, character, and employment records or any other information requested by the Court or any agent named by the Court. I, voluntarily and knowingly, unconditionally release and forever discharge the Court and any named or unnamed informant from any and all liability related to obtaining, furnishing or using this information. This authorization shall be valid one year from the date signed and a photographic or faxed copy of the authorization shall be as valid as the original.

I certify that my statements on this application and my responses to all of the foregoing questions are true and correct to the best of my knowledge, and there is no information that I have omitted, misrepresented or failed to include. If any of my statements or responses on this application are found to be untrue, misrepresented or omitted, I understand that such a finding may result in the rejection of my application, and, if employed, my immediate discharge or discharge at any time during my employment and may be punishable by fine or imprisonment. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA
IS AN EQUAL OPPORTUNITY EMPLOYER